



# TEXAS FORENSIC SCIENCE COMMISSION

*Justice Through Science*

*1700 North Congress Ave., Suite 445  
Austin, Texas 78701*

## **CRIMINAL HISTORY EVALUATION REQUEST FORM**

If you have a criminal conviction for an offense above a Class C misdemeanor (i.e., Class A, Class B, felony or equivalent), you might not be qualified to hold a forensic analyst license. Please refer to the Commission's Guidelines for Consideration of Criminal Convictions for detail on the process for consideration of criminal convictions for licensees and license applicants.

If you are a prospective applicant for a forensic analyst license, **do not currently hold a license issued by the Commission**, and you think you might be ineligible for the license because of a conviction for a felony or a misdemeanor **above a Class C**, you may request evaluation of your criminal history by filling out and submitting this form.

This evaluation request must include convictions in any state or country. **You are not required to report arrests, tickets and/or citations that did not result in a conviction.** A person is considered convicted of an offense if a court enters a judgment or final disposition against the person for committing an offense under Texas law, another state, or the United States, including a final disposition (1) in which a person entered a plea of guilty or nolo contendere; or (2) the judge deferred further proceedings without entering an adjudication of guilt and placed the person under community supervision (probation and/or deferred adjudication), **but not where the person has successfully completed a pretrial diversion program.** Arrests that did not result in a conviction as defined in this paragraph do not need to be reported to the Commission.

You should request this evaluation before enrolling in an educational program that prepares you for a license or before taking the general forensic examination for a license. Responses to criminal history evaluation requests will be delivered within ninety (90) days of the date the request is received.

**NOTE: Expunged or Sealed Offenses:** Matters expunged pursuant to Texas Code of Criminal Procedure Art. 55.02, or pursuant to another state's statute with the same force and effect, need not be disclosed. While expunged or sealed convictions need not be disclosed, it is your responsibility to ensure the conviction has, in fact, been expunged or sealed. It is recommended that you obtain a copy of the court order expunging or sealing the record in question. Failure to reveal a conviction that is not in fact expunged or sealed raises questions related to truthfulness in addition to questions regarding the offense itself.

**Arrest/offense reports:** If any of the convictions you describe resulted from an arrest (as opposed to a citation or ticket) that occurred within five years of the date you sign this request, you are responsible for either providing legible copies of the arrest/offense reports for such offenses, or providing proof that you made a written request for such reports. You are not required to provide copies of citations or tickets.

Court records: If any of the convictions you describe occurred within five years of the date you sign this request, you are responsible for either providing legible copies of the all court records for all such offenses, or providing proof that you made a written request for such court records.

Please provide the following information for each conviction and attach additional pages as necessary:

Date of Incident

Location of Incident

Arresting/Ticketing Agency

Address

City

State

Zip

Initial Charge(s)

Plea

Disposition (if probation or deferred adjudication please give a summary of the status)

Style/Cause Number

Title of Court

Below you may provide a detailed description of events and circumstances leading to the conviction and any further information you would like to the Commission to consider in evaluating your criminal history for eligibility of a forensic analyst license. Attach additional pages as necessary.

I give permission to the Commission to conduct a criminal background check for preliminary evaluation of my eligibility for a forensic analyst license. I certify that the information disclosed in this request is true, accurate and complete. I understand any failure to disclose may be considered dishonest and will be taken into account in the Commission's evaluation of my eligibility.

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Requestor/Applicant Printed Name

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Requestor/Applicant Signature

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DATE

**Please return this form to [licensing@fsc.texas.gov](mailto:licensing@fsc.texas.gov) for submission.**